



# ICCA TOP TEN INSURANCE TIPS FOR EVENT ORGANISERS

AS AN EVENT ORGANISER YOU NEED TO PLAN FOR THE UNEXPECTED, SO IT'S IMPORTANT TO BE PROPERLY INSURED. HERE ARE THE TOP TEN INSURANCE TIPS FOR EVENT ORGANISERS FROM **INSUREX EXPO-SURE**.

1. Insure early - as soon as you are committed to the venue. This is to ensure maximum cover and best rates. Insurers can't cover incidents that have already happened.
2. There is an opportunity to lower your premium by carrying out a full risk management exercise.
3. Identify the susceptibility of your attendees to be affected by disrupted transport. If this is likely, insurance may be needed to protect against any enforced reduced attendance at your event. For example, if most of your guests are flying in from overseas your event could be severely affected by an airport strike.
4. Ensure the site of the event is secure and all attendees, visitors, and sub-contractors are readily identifiable. Don't rely on the venue to know who is walking into your event.
5. Check the venues for slipping and tripping hazards as a significant proportion of accident claims involve attendees, visitors, sub-contractors etc falling over.
6. It is paramount that you negotiate and check your venue contract closely. Make sure you understand it as the terms can be beyond your normal legal obligations. Your venue will rarely provide you with the insurance cover you need.
7. Make sure you have adequate public liability insurance. Usually venues expect a public liability limit of indemnity of a minimum of £2million any one occurrence. Some venues require as much as £25million. Sub-contractors must have a similar limit.
8. Ensure your exhibitors, delegates and sub-contractors receive your terms and conditions so they are aware of their responsibilities. Failure to do so could mean, for example, an exhibitor who suffers damage to his exhibits will try to claim against you.
9. Consult your legal department or lawyers when you issue your contract and terms and conditions, and when you sign your venue contract. Make sure you take out adequate insurance with a proven and acceptable event insurer.
10. Obtain the best cover you can afford, and plan to improve the insurance budget for the next event. By planning ahead you can make sure you have enough money in the budget to get the best cover available to you.

## MORE INFO ABOUT EVENT INSURANCE

contact **Insurex Expo-Sure** on  
T: 0845 213 8444,  
E: enquiries@insurex-exposure.com

[WWW.INSUREX-EXPOSURE.COM](http://WWW.INSUREX-EXPOSURE.COM)

## ICCA INTELLIGENCE VOLUME 12 - JULY 2006

### USEFUL WEBSITES FOR BUSY MEETING PLANNERS

Are you having problems finding the right websites that could assist in organizing international meetings? No need to search any further. An extensive listing of useful websites is now available on the ICCA website; varying from currency converters to an overview of time zones, etc.

#### + [WWW.WORLD-CALENDAR.COM](http://WWW.WORLD-CALENDAR.COM)

A calendar with an overview of holidays in over 75 countries covering four religions: Christian, Orthodox, Islamic and Jewish.

#### + [WWW.TIMEANDDATE.COM](http://WWW.TIMEANDDATE.COM)

This website contains a world clock and an overview of time zones, calendars and countdowns to certain dates.

#### + [WWW.XE.COM](http://WWW.XE.COM)

An easy to use currency conversion site.

#### + [WWW.CONVERT-ME.COM/EN/](http://WWW.CONVERT-ME.COM/EN/)

Useful site for conversions of weights and measures and other metrics.

#### + [KROPLA.COM/ELECTRIC2.HTM](http://KROPLA.COM/ELECTRIC2.HTM)

Information on the electrical systems in use in most countries of the world.

#### + [WWW.LONELYPLANET.COM](http://WWW.LONELYPLANET.COM)

Travel guides on destinations all over the world.

#### + [WWW.WORLDWEATHER.ORG](http://WWW.WORLDWEATHER.ORG)

World weather information service.

#### + [WWW.AIRLINEQUALITY.COM](http://WWW.AIRLINEQUALITY.COM)

Airline and airport quality ranking.

#### + [WWW.WORLD-AIRPORT-CODES.COM](http://WWW.WORLD-AIRPORT-CODES.COM)

The place to find airport codes, abbreviations and other airport information.

#### + [WWW.MAPORAMA.COM](http://WWW.MAPORAMA.COM)

Detailed maps of all locations in the world.

#### + [WWW.CORBINBALL.COM](http://WWW.CORBINBALL.COM)

Useful website for information on meeting technology.

#### + [BABELFISH.ALTAVISTA.COM](http://BABELFISH.ALTAVISTA.COM)

Online translation services.

#### + [WWW.WORLD-TOURISM.ORG](http://WWW.WORLD-TOURISM.ORG)

Website of the World Tourism Association for information on tourism policy and travel advice.

#### + [WWW.WHO.INT/ITH/EN/](http://WWW.WHO.INT/ITH/EN/)

International travel and health information of the World Health Organization.